



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SERVICES
220 French Landing Drive
Nashville, TN 37243-1002
(615) 741-1031

**Workforce Services Guidance – WIOA Memorandum of Understanding (MOU)/
One-Stop Service Delivery and Infrastructure Funding Agreement (IFA)**

Note: This document will serve as guidance until adopted by the State Workforce Development Board

To:

Local Workforce Development Boards (LWDBs), Chief Local Elected Officials (CLEOs) WIOA Partners (WIOA Title I, WIOA Title II, WIOA Title III, WIOA Title IV Vocational Rehabilitation and Temporary Assistance for Needy Families (TANF) and other non-mandated Partners operating in the One-Stop system.

Effective Date: March 13, 2017

Duration: Until further notice

Subject:

Memorandum of Understanding (MOU) and Infrastructure Agreements (IFA) among Partners providing WIOA services in the One-Stop Delivery system.

Purpose:

The purpose of this Memorandum of Understanding (MOU) is to define the mutually agreed upon roles and responsibilities of each Partner for the operation of the Tennessee One-Stop Service Delivery system. Each Local Workforce Development Area (LWDA) must provide services as required by the Workforce Innovation and Opportunity Act WIOA Title I Public Law 113-128. This includes agreements for both service delivery and financial responsibilities. This guidance is comprised of two sections (*A and B*). **Section A** pertains to service delivery and **Section B** pertains to infrastructure and budget agreements.

Scope:

Adult Education (AE), American Job Center (AJC), American Job Center Access Point (AJC Access Point), Chief Local Elected Official (CLEO), Division of Workforce Services (WFS), Local Workforce Development Areas (LWDAs), Local Workforce Development Boards (LWDBs), Office of the Governor, Office of Registered Apprenticeship (RA), One-Stop Service Delivery System Operator (Operator), Regional Council (RC), Rehabilitation Services (RS), State Workforce Development Board (SWDB), Tennessee Department of Education (TDOE), Tennessee Department of Economic and Community Development (TDECD), Tennessee Department of Human Services (TDHS), Tennessee Department of Labor and Workforce Development (TDLWD), Tennessee Eligible Training Providers (TTPLs), Workforce Innovation and Opportunity Act (WIOA), Workforce System Partners (Partners), Workforce System Subrecipients (Subrecipients)

References:

2 CFR 200.413, 2 CFR 200.430, 2 CFR 200.431, 20 CFR 678.410, 20 CFR 678.500, 20 CFR 678.700(a), 20 CFR 678.760, 29 CFR 37-38, 29 CFR 38.7-38.9, 34 CFR 361.410, 34 CFR 361.500, 34 CFR 361.500(b), 34 CFR 361.700(a), 34 CFR 361.760, 34 CFR 463.410, 34 CFR 463.500, 34 CFR 463.500(b), 34 CFR 463.700(a), 34 CFR 463.760, Age Discrimination Act of 1967 (as amended), Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq), Civil Rights of 1964 Title VI (as amended), Education Amendments of 1972 Title IX (as amended), Nontraditional Employment for Women Act of 1991, Rehabilitation Act of 1973 Section 504 (as amended), TEGL 16-16, TEGL 17-16, WIOA Section 12, Section 121(b)(1)(A), Section 121(b)(1)(A)(i), Section 121 (b)(2), Section 121(c)(2)(A), Section 121(c)(2)(A)(iii), Section 121(c)(2)(A)(ii), Section 121(h), Section 121(h)(4), Section 121 9(e)(1)(A), Section 121(i)(1), Section 121(i)(2), Section 188

Background:

The Memorandum of Understanding (MOU) is an agreement, developed and executed by the LWDB, between all WIOA Partners relating to the operation of the One-Stop Service Delivery system (**20 CFR 678.500, 34 CFR 361.500, and 34 CFR 463.500**). The management of the One-Stop Service Delivery system is the shared responsibility of TDLWD, LWDBs, CLEOs, the WIOA core programs, the required One-Stop Partners and other entities as additional One-Stop Partners (as defined at **20 CFR 678.410, 34 CFR 361.410, and 34 CFR 463.410**). TDLWD expects local areas to use a collaborative and good-faith approach to negotiations and encourages all Partners to work together in developing an MOU that demonstrates the spirit and intent of WIOA. This will ensure the successful integration and implementation of Partner programs in Tennessee's One-Stop Delivery system. In addition to the services MOU, parties must agree to and utilize the individual AJC Budget Template (***TDLWD required template is attached***).

Local areas and all Partners must use the attached form to complete the MOU process. In addition, parties must use the attached template for the AJC budget.

Section A: Services

System Overview:

The key purpose of the MOU is to define Partner roles and to establish cohesiveness across the Workforce Development System. This includes sharing of resources and referral agreements. The overall goal is to ensure efficiency within the local One-Stop Service Delivery system. To ensure that all Partners clearly understand their respective roles and responsibilities, TDLWD requires the use of a single umbrella MOU that applies to all Partners in the local area.

While funding is limited, WIOA Partners must develop and continuously improve the One-Stop Service Delivery system in order to meet the needs of employers, workers, and job seekers – including those with significant barriers to employment and those participants with disabilities.

Required Partners of this Memorandum of Understanding:

- WIOA Title I (Adult, Dislocated Worker, Youth)
- WIOA Title II Adult Education and Literacy
- WIOA Title III Wagner-Peyser (Veterans, RESEA, Trade Adjustment Assistance Act, etc.)
- WIOA Title IV Vocational Rehabilitation
- Temporary Assistance for Needy Families

Local Workforce Development Boards may add other non-required One-Stop Partners that are contributors to the cost of the One-Stop Service Delivery system.

Overview of Partners Responsibilities:

The One-Stop Partners of this MOU agree to participate in joint planning of this MOU, plan development, and modification of activities to accomplish the following:

- Accessibility of the Partner's applicable service(s) to customers through the One-Stop Service Delivery system
- Participation in the operation of the One-Stop Service Delivery system, consistent with the terms of the MOU and requirements of authorized laws
- All Partners and staff are adequately cross-trained as a result of their participation in capacity building and staff development activities
- Continuous partnership building by requiring inclusion of all Partners involved in the One-Stop Service Delivery system
- Continuous adaption to state and federal guidelines
- Responsiveness to local and economic conditions, including employer needs
- Meet common data collection and reporting needs via Jobs4TN
- Involvement in special grant and/or pilot projects that impact a Partner's shared staffing resources
- Each One-Stop Service Delivery system Partner will co-brand through inclusion of "AJC identified" or "American Job Center" on any joint products, programs, activities,

services, facilities, and materials used by the combined Partnership of the One-Stop Service Delivery system

Required Components of the Memorandum of Understanding:

The following components are required elements of the MOU, which is Attachment I to this policy **(TEGL 16-16)**:

- Convening of Parties to MOU – Section 1
- Purpose and Scope of MOU – Section 2
- Vision for the System – Section 3
- MOU Development – Section 4
- Name and Location of Comprehensive One-Stop Center(s) – Section 5
- Description of Comprehensive One-Stop Services – Section 6
- Procurement of One-Stop Operator – Section 7
- Referral Process – Section 8
- Physical Accessibility – Section 9
- Programmatic Accessibility – Section 10
- Data Sharing and Collection– Section 11
- Cost Sharing of Services – Section 12
- Duration/Amendment/Appeal Procedures – Section 13
- Renewal Provisions – Section 14
- Additional Local Provisions – Section 15
- Additional Partners – Section 16
- Other Contributions – Section 17
- Non-Discrimination and Equal Opportunity – Section 18
- Priority of Service – Section 19
- Authority and Signatures – Section 20
- Attachments – Section 21

Convening of Parties – Section I, Page 1 of MOU Template:

The LWDB is responsible for convening and working with One-Stop Partners to achieve consensus and informally mediate disagreements. The Local Workforce Board Chair (or designee) is responsible for providing technical assistance to new One-Stop Partners and local grant recipients to ensure they are aware of elements in the MOU and One-Stop Service Delivery system infrastructure cost arrangement.

A LWDB may delegate its One-Stop Service Delivery MOU convening authority to the LWDA Director, or another designated signatory of the LWDA. This responsibility must be identified in the One-Stop Service Delivery MOU.

The One-Stop Service Delivery MOU convener is responsible for ensuring that all parties have an opportunity to fully participate in the development of the One-Stop Service Delivery MOU from start to finish.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing section 1.

Purpose and Scope of the MOU - Section 2, Page 2 of MOU Template:

Describe the general purpose and scope of the “umbrella” MOU.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 2.

Vision for the System – Section 3, Page 3 of MOU Template:

The Governor’s vision for the workforce system in Tennessee is outlined in the **Tennessee Combined State Plan Section II(b)**. Please fill out Section 3 using the template guidelines.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 3.

MOU Development – Section 4, Page 5 of MOU Template:

The MOU must be developed and negotiated with all required partners. Please follow the guidelines on page 4 of the MOU to describe this process.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 4.

Name and Location of Comprehensive One-Stop Center(s) – Section 5, Page 5 of MOU Template:

Provide the name and address of comprehensive, affiliated or specialized centers, and define any other operating titles that the local area assigns to each center.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 5.

Description of the Comprehensive One-Stop Services – Section 6, Page 6 of MOU Template:

The MOU must include a description of the services provided through the One-Stop Service Delivery system. The MOU also must include a description of the coordinated delivery of services in the system and methods for referring individuals between the One-Stop Operators and Partners for appropriate services and activities. Complete the local service Matrix (Attachment II) indicating career services to be provided by each required Partner. Check boxes are provided to indicate what services are offered by each partner. If other services are offered by partners that are not indicated in the Career Services Matrix checkbox section, they may be added on page 55 of the MOU.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 6.

Procurement of One-Stop Operator – Section 7, Page 11 of MOU Template:

This section contains information about the One-Stop Operator procurement. The name of the procured One-Stop Operator will be amended at a later date. Provide the additional information requested at this time.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 7.

Referral Process – Section 8- Page 13 of MOU Template:

WIOA Section 121 (c)(2)(A)(iii) requires that each One-Stop Service Delivery MOU contain provisions to describe the methods of referral of individuals, among the One-Stop Partners, for appropriate services and activities. Both businesses and job seekers, who are otherwise qualified, should be given the opportunity to access One-Stop Service Delivery system services that provide them with available Partner and community resources that lead to successful outcomes. In line with WIOA's intent, TDLWD requires staff to refer the participant to appropriate Partner services as a result of the initial assessment according to the needs of the individual. Methods of referral must strive towards including a coordinated and integrated approach to common intake procedures, career services, business services, and data sharing among system Partners. Referral methods can include, but are not limited to, written, electronic, or phone referrals to Partner programs. Parties to the MOU must provide specifics in the One-Stop Service Delivery MOU detailing how Partners will refer individuals to appropriate services and activities and receive feedback on the outcome of the referral.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 8.

Physical Accessibility – Section 9, Page 16 of MOU Template:

Facilities must be designed, constructed, or altered so they are accessible and usable by individuals with disabilities. Evaluations of physical accessibility should take into account both external accessibility and internal accessibility. For example, evaluations of external accessibility could include a review of the availability of transportation to the One-Stop Service Delivery system and access into the site location via ramps, consistent with the Americans with Disabilities Act's (ADA) standards. On the other hand, an evaluation of internal accessibility could include a review of the center's access to bathrooms, adjustable work stations, and appropriate signage (including signage to meet multilingual needs).

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing section 9.

Programmatic Accessibility – Section 10, Page 17 of MOU Template:

A full range of services must be available to all One-Stop Service Delivery system customers regardless of disability or cultural background. **WIOA Section 188** requires that One-Stop Service Delivery systems provide programmatic accessibility. As such, One-Stop Service Delivery systems must provide reasonable accommodations for individuals with disabilities, administer programs in the most integrated setting appropriate, communicate with persons with disabilities as effectively as with others, and provide appropriate auxiliary aids or services **29 CFR 38.7-38.9**. It is also necessary that One-Stop Operators provide a translator or translation service for participants who are not proficient in the use of the English language. For those participants who lack access to services from a comprehensive or affiliate office, the Mobile American Job Center is available for use as well as local access points.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 10.

Data Sharing and Collection – Section 11, Page 19 of MOU Template:

To ensure the One-Stop Service Delivery system operates effectively, parties to the MOU must provide performance information in Jobs4TN that supports the achievement of performance goals. Data must be consistent with the requirements of the law and as outlined in the Tennessee Combined State Plan. All parties agree to work cooperatively, to share data to the extent necessary – and as permitted or required – by applicable statute or regulation, and enter into data sharing agreements as required in Jobs4TN. All mandatory Partners must agree to meet data collection and reporting needs of WIOA via utilization of Jobs4TN. Collection of data in Jobs4TN includes the addition of activities to participants' files to ensure that all services to participants are documented, as well as the use of VOS Greeter to track the number of participants using the One-Stop Service Delivery system.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 11.

Cost Sharing of Services - Section 12, Page 21 of MOU Template:

To complete this section, see the Individual AJC Budget Template instruction sheet in Attachment I.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 12.

Duration/Amendment/Appeal Procedures – Section 13, Page 23 of MOU Template:

The MOU must include provisions specifying its duration and the procedures for amending it, including the notice a Partner must give to all other Partners before amendments are made. Furthermore, there must be an explanation of circumstances where an MOU would

be amended. Finally, an MOU must contain guidelines concerning the document's termination, dispute resolution between Partners, and the process of appeals.

TDLWD requires that any modifications to the One-Stop Service Delivery MOUs must be in writing and approved by the LWDB.

The appeals process is further outlined in the TDLWD Guidance for Grievance and Complaint Resolution Procedures.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 13.

Renewal Provisions – Section 14, Page 24 of MOU Template:

Provide the process and timeline in which the MOU will be reviewed, including the renewal process. The MOU must be renewed at least once every three years and must provide an assurance that the parties agree to abide by the process for modification.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 14.

Additional Local Provisions – Section 15, Page 26 of MOU Template:

This section is optional; however this section would reflect how Partners are going to adhere to additional provisions put in place by a LWDA.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 15.

Additional Partners – Section 16, Page 26 of MOU Template:

Provide a list of additional Partners amended to an MOU, provided that it is in accordance with the guidelines outlined in **WIOA Section 121(b)(2)**

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 16.

Other Contributions – Section 17, Page 27 of MOU Template:

The MOU must also include contributions made to the One-Stop Service Delivery system by a non-Partner entity, such as donations made by a local business donating computers for a learning lab. Third-party in-kind contributions made to supplement the operation of the One-Stop Service Delivery system must also be documented.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 17.

Non-Discrimination & Equal Opportunity – Section 18, Page 27 of MOU Template:

The parties must specifically agree that they will comply fully with the non-discrimination and equal opportunity provisions of:

- Workforce Innovation and Opportunity Act Section 188
- Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq)
- Nontraditional Employment for Women Act of 1991
- Civil Rights of 1964 Title VI (as amended)
- Rehabilitation Act of 1973 Section 504 (as amended)
- Age Discrimination Act of 1967 (as amended)
- Education Amendments of 1972 Title IX (as amended)

Parties must also adhere to requirements imposed by, or pursuant to, regulations implementing those laws – including but not limited to **29 CFR 37-38**. WIOA Final Rules specify that the decision as to which entity will be responsible for ensuring accessibility to the One-Stop Service Delivery system is ultimately the LWDB's to make.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 18.

Priority of Service – Section 19, Page 28 of MOU Template:

The following demographics are specifically targeted for services:

- Individuals with significant barriers to employment
- Displaced homemakers
- Eligible migrant and seasonal farmworkers
- Re-entry services
- Homeless individuals
- Individuals facing substantial cultural barriers
- Individuals with disabilities, including youth with disabilities
- Individuals within two years of exhausting lifetime eligibility under Part A of the Social Security Act¹³
- Individuals who are English language learners
- Individuals who are unemployed, including the long-term unemployed Individuals who have low levels of literacy
- Individuals without a high school diploma
- Low income individuals (including TANF and Supplemental Nutrition Assistance Program [SNAP] recipients) Native Americans, Alaskan Natives, and Native Hawaiians Older individuals Single parents (including single pregnant women and non-custodial parents) Veterans
- Youth who are in, or have aged out of, the foster care system

Additionally there should be a plan in place in each LWDA addressing how to serve communities that lack a brick and mortar AJC with regard to outreach activities.

For the WIOA Title I Adult Program, this means that LWDBs must provide priority for training activities to individuals in the target populations. Priority must be provided in the following order:

1. Veterans and eligible spouses who are also low-income, recipients of public assistance, and/or basic skills deficient
2. Individuals, who are not veterans or eligible spouses, but meet criteria to be considered a target population
3. Veterans and eligible spouses who did not meet "first priority" conditions
4. Individuals who are not veterans and do not meet criteria to be considered a target population

The costs of operating this system, therefore, include non-personnel costs, such as facilities and technologies, in addition to personnel costs for those who deliver services directly to business and job seeker customers. Shared service costs may include funds authorized for, and may be commonly provided through, any of the One-Stop Partner programs:

- Initial intake
- Assessment of needs
- Evaluation of basic skills
- Identification of appropriate services to meet needs
- Referrals to other One-Stop Partners, and
- Business Services

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 19.

Authority and Signatures – Section 20, Page 28 of MOU Template:

All Partners to the One-Stop Service Delivery MOU must sign the One-Stop Service Delivery MOU, with witness, at the time of the execution and completion of MOU. According to **WIOA Section 121(b)(1)(A)**, required Partners are limited to those entities that carry out programs or activities within the LWDA. Likewise, those programs that have been approved as a Partner by the LWDB or CLEO must also sign. Each individual signing on behalf of a given Partner thereby certifies that he/she has the legal authority (as an agent of the Partner) to bind the Partner to the terms of the One-Stop Service Delivery MOU.

If additional space is needed to fill in the questions in the MOU Template, please include an attachment referencing Section 20.

Attachments – Section 21, Page 29 of MOU Template:

- Services Matrix
- Budget Template
 - This Attachment must be filled out in full for each Individual AJC
- Budget Template Instructions

Section B: One-Stop Operating Budget

One-Stop Operating Budgets and Costs

The operating budget of a One-Stop Service Delivery system is the financial plan to which the One-Stop Partners, CLEO(s), and LWDB in each local area have agreed in the MOU that will be used to achieve their goals of delivering services in a local area. The MOU must contain, among other things, provisions describing how the costs of services provided by the One-Stop Service Delivery system and how the operating costs of such system will be funded, including the infrastructure costs for the One-Stop Service Delivery system (**WIOA sec. 121(c)(2)(A) and 20 CFR 678.500(b), 34 CFR 361.500(b), and 34 CFR 463.500(b), TEGL 17-16**). *(A budget must be created for each AJC by utilizing the attached AJC Budget template.)*

Each One-Stop Partner will complete a budget for each One-Stop Service Delivery system where their staffs are physically present. These individual budgets will be consolidated into a master budget that consist of costs that are specifically identified in the statute: infrastructure costs, defined in **WIOA sec. 121(h)(4)**; and additional costs, including direct costs that the State requires. These costs must include applicable career services and may include shared operating costs and shared services that are related to the operation of the One-Stop Delivery System but do not constitute infrastructure costs. These additional costs are described in **WIOA sec. 121(i)**. At a minimum, each comprehensive AJC must utilize an individual AJC Budget (use Attachment III).

The One-Stop operating budget will be periodically reconciled against actual costs incurred and adjusted accordingly. This reconciliation ensures that the budget reflects a cost allocation methodology that demonstrates how infrastructure costs are charged to each Partner in proportion to the Partner's use of the One-Stop center and relative benefit received. The One-Stop operating budget may be further refined by the One-Stop Partners, as needed, to assist in tracking their contributions.

Infrastructure Costs:

Infrastructure costs of the One-Stop Service Delivery system are defined as non-personnel costs that are necessary for the general operation of the One-Stop center, including: rental of the facilities; utilities and maintenance; equipment (including assessment-related and assistive technology for individuals with disabilities); and technology to facilitate access to the One-Stop center, including technology used for the center's planning and outreach activities (**WIOA section 121(h)(4), 20 CFR 678.700(a), 34 CFR 361.700(a), and 34 CFR 463.700(a)**). This list is not exhaustive. For example, the costs associated with the development and use of the common identifier (i.e., AJC signage) and supplies, as defined in the Uniform Guidance at **2 CFR 200.94**, used to support the general operation of the One-Stop center, may be considered allowable infrastructure costs.

- **Non-personnel Costs.** Non-personnel costs are all costs that are not compensation for personal services. For example, technology-related services performed by vendors or contractors are non-personnel costs and may be identified as

infrastructure costs if they are necessary for the general operation of the One-Stop center. Such costs may include service contracts with vendors or contractors, equipment, and supplies.

- **Personnel Costs.** In contrast to non-personnel costs for the One-Stop Service Delivery system, personnel costs include salaries, wages, and fringe benefits of the employees of partner programs or their subrecipients, as described in **2 CFR 200.430** (Compensation – personal services) and **2 CFR 200.431** (Compensation– fringe benefits) of the Uniform Guidance. For example, allocable salary and fringe benefit costs of partner program staff who work on information technology systems (i.e., common performance and reporting outcomes) for use by the One-Stop Service Delivery system as a whole would be personnel costs and would be identified as additional costs – not infrastructure costs. The cost of a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop Service Delivery system center is a personnel expense. These costs, therefore, could not be included in infrastructure costs, but are included as “additional costs” in the One-Stop operating budget.

Additional Costs:

One-Stop Partners must share in additional costs, which must include applicable career services, and may include shared operating costs and shared services that are necessary for the general operation of the One-Stop Service Delivery system.

Career Services: One-stop partners must ensure that at least some career services, described in **WIOA sec. 134(c)(2)** are provided at the One-Stop center. Additional requirements regarding career services may be found at **WIOA sec. 121(b)(1)(A)(i), sec. 121(c)(2)(A)(ii), sec. 121(e)(1)(A), and sec. 121(i)(1), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760.**

Shared Operating Costs and Shared Services: One-Stop Partners also may share other costs that support the operations of the One-Stop centers, as well as the costs of shared services. The costs of shared services may include initial intake, assessment of needs, appraisal of basic skills, identification of appropriate services to meet such needs, referrals to other one- stop partners, and business services (**WIOA sec. 121(i)(2), 20 CFR 678.760, 34 CFR 361.760, and 34 CFR 463.760**). As discussed in more detail in the section pertaining to personnel costs above, such costs also may include personnel expenses associated with a shared welcome desk or greeter directing employers and customers to the services or staff that are available in that One-Stop center.

Direct Costs

As described in **2 CFR 200.413** direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or

externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (i.e., WIOA staff providing ITA assistance only).

Instructions:

Please refer to the budget template (Attachment III) and refer to the instructions page for the budget template (Attachment IV)

WIOA Section 121(h) requires the following programs to contribute to the Infrastructure costs if they are physically located in the AJC:

- Programs authorized under WIOA Title I
- Adult Education and Literacy activities authorized under WIOA Title II
- Programs authorized under the Wagner-Peyser Act
- Programs authorized under Title I of the Rehabilitation Act of 1973
- Activities authorized under Title V of the Older Americans Act of 1965
- Career and technical education programs at the postsecondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- Activities authorized under Chapter 2 of Title II of the Trade Act of 1974
- Activities authorized under Chapter 41 of Title 38, United States Code
- Employment and training activities carried out under the Community Services Block Grant Act
- Employment and training activities carried out by the Department of Housing and Urban Development
- Programs authorized under State unemployment compensation laws
- Programs authorized under the Second Chance Act of 2007 Section 212, and
- Programs authorized under Part A of Title IV of the Social Security Act

Contact:

For any questions related to this policy contact Nicholas Bishop, Director of Compliance and Policy-Division of Workforce Services, at (615) 741-0286 or Nicholas.Bishop@tn.gov

Effective Date:

Effective Date: March 13, 2017

Duration: Until further notice

Sterling van der Spuy, Administrator of Workforce Services

ATTACHMENT I – MOU

ATTACHMENT II – Services Matrix

ATTACHMENT III – Individual AJC Budget Template

ATTACHMENT IV – Individual AJC Budget Template Instructions